

CITY CLERK/TREASURER

GRADE: N/A

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The City Clerk/Treasurer for Rockville performs complex professional and administrative work serving as professional staff for the Mayor and Council and as the City's elections official. Under the general direction of the Mayor and Council, the Clerk works independently subject to the policies and general management guidelines that impact the City, its officials, and its citizens according to the laws of the City of Rockville. The City Clerk/Treasurer serves at the pleasure of the Mayor and Council, and maintains close working relationships with the City Manager, City Attorney and the City's department directors.

The position requires a strong daily commitment to the important work of the office that includes regular attendance at Mayor and Council evening and occasional weekend meetings. The Clerk must be skilled at handling people, sensitive situations, meeting deadlines, and have a talent for taking care of details. The Clerk/Treasurer provides supervision over the Mayor and Council's office's professional and clerical staff and performs all other office duties as may be required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Supervises the day-to-day operation of the office of the City Clerk and its staff.

- Ensures that the Charter and Laws of Rockville are maintained and up-to-date.
- Effectively supervises legislative processes requiring action by the Mayor and Council (e.g., text amendments, map amendments, street closings, and annexations).
- Manages and maintains in the most efficient and effective manner possible all board and commission activities, from the enabling legislation, advertising, appointment notification, and follow-up including some training for members.
- Ensures that up-to-date files on all official actions taken by the Mayor and Council are maintained and recorded in compliance with the proper state or federal agency.
- Maintains and preserves the official public record of the Mayor and Council including oversight of the City's archives.
- Provides a vital link between the Mayor and Council and their constituents.
- As Treasurer, serves as a signatory on City bank accounts and other transactions, including payroll and bond documents.
- As Keeper of the City Seal, attests to all official documents and contracts and maintains an updated file and cross-reference system.
- Coordinates and supervises City elections in accordance with the duties and procedures outlined in the charter of the City of Rockville and in Chapter 8, titled: "Elections," of the Rockville City Code. Serves as staff liaison to the City's Board of Supervisors of Elections.
- Serves as a member of the City's Senior Executive team and, as such, maintains effective working relationships with other appointed officials and supports the position of the Mayor and Council in interactions with the City Manager and other City Departments.
- Attends all meetings of Mayor and Council and the Board of Supervisors of Elections and takes and prepares written minutes for all meetings.
- Serves as the staff liaison for the City's Compensation Commission.
- Serves as liaison to other groups as assigned by the Mayor and Council (Examples, Charter Review Commission, Boards and Commissions Workgroup).
- Works with the City Manager in coordinating Mayor and Council meetings and agendas and weekly briefing materials.
- Maintains the calendar of agenda items for upcoming Mayor and Council meetings.
- Works with the City Attorney's office to ensure that all matters dealt with by the Council are handled within a proper legal framework.
- Maintains the confidentiality of the office at all times.
- Develops and administers the budget for the Office of the Mayor and Council and the City Clerk's Office
- Performs all other duties as may be required.

QUALIFICATIONS:

Required Training and Experience:

The position **REQUIRES** any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor degree in public administration or related field and three to five years of progressively responsible local government experience in an administrative/management capacity, including one year in a supervisory role. **MASTER'S DEGREE PREFERRED.** Proficiency in computer programs for office application, e.g., Microsoft Office Suite (Word, Excel, Power Point) essential. Certification as a municipal clerk also preferred.

Preferred Knowledge, Skills and Abilities:

-
- Knowledge and appreciation of the unique aspects of the Rockville community as the county seat of Montgomery County, possessing a rich history and a vibrantly diverse population.
- Orientation to providing service to diverse sectors of the community with competence and fairness.
- Knowledge of the organization and functions and goals of municipal government, including its relationship to county, state and federal government.
- Knowledge of the state and local statutes pertaining to proceedings.
- Skill in dealing with the public in stressful or crisis situations.
- Skill in using appropriate software for planning, scheduling, email communication, word processing and other applications applicable to the City Clerk's Office.
- Ability to exercise independent judgment.
- Ability to maintain complete and accurate records.
- Ability to prioritize and organize.
- Ability to speak and write effectively.
- Ability to interact effectively with a diverse range of personal contacts in a customer–service oriented, business like manner, including those matters requiring tact and discretion in dealing with highly sensitive, controversial or confidential matters.
- Possession of a high degree of personal flexibility to rapidly adapt to changing requirements and roles.
- Ability to answer to multiple supervisors, balancing overall needs with personal preferences.
- Ability to problem solve on a broad level, while maintaining the capability to provide attention to detail.